

**To:** Bielenberg, Ben[Bielenberg.Ben@epa.gov]  
**Cc:** Seabrook, Esther[seabrook.esther@epa.gov]  
**From:** Kercado, Carlos  
**Sent:** Mon 8/17/2015 1:51:42 PM  
**Subject:** RE: Gold King Mine Response: Site-Specific Charging

Hi Ben,

One other question, below is an excerpt from the guidance.

•☐☐☐☐☐☐☐ Overtime – If an employee is performing activities beyond the scope of normal duties and/or normal work hours, these employees should charge overtime to the region or HQ office requesting the assistance ORG code (*i.e.*, Region 6 or Region 8 or OEM/EOC).

How do I know which office made the request for the employee to assist in the response. For example, in Kluesner's case, I do not know who (*i.e.*, Region 6 or Region 8 or OEM/EOC) made the request for him to help out. All I know is that my boss (Don) told me Dave was going to participate on the response. Based on the guidance, any OT hours worked by Kluesner must be charged to the office requesting the assistance; how does Kluesner (or his preparer) know the correct ORG CODE he needs to charge or how do I know the correct ORG CODE so I can monitor and reconcile payroll?

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**Carlos Kercado**

Chief, Resources Management & Policy Section

U.S. Environmental Protection Agency, Region 2

290 Broadway New York, NY 10007

(212) 637-4151

[kercado.Carlos@epa.gov](mailto:kercado.Carlos@epa.gov)

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**From:** Kercado, Carlos  
**Sent:** Friday, August 14, 2015 2:45 PM  
**To:** Bielenberg, Ben  
**Cc:** Seabrook, Esther  
**Subject:** FW: Gold King Mine Response: Site-Specific Charging  
**Importance:** High

Hi Ben,

If responders are expected to work overtime, does it make sense to have Region 6, Region 8 or OEM/EOC to prepare one form per pay period for all responders expected to work OT? This would be easier and more effective than having to do an OT form for every single responder. Also, normally timekeepers are the ones doing the OT form, not the staff, at the request of the supervisor. If responders are NOT expected to work overtime, anytime a responder is requested to work OT, Region 6, Region 8 or OEM/EOC should prepare the form for them. How would a supervisor in the home office/region know his employee has been asked to work OT? My thought is that either Region 6, Region 8 or OEM/EOC; OR the home Region do an OT form when somebody is deployed and the form authorizes OT for the entire deployment.

Also, how supervisors in the home office/region know the hours an employee worked, including OT, so he/she can have that information come timecard approval day comes. Will you guys be sending something to the home supervisors with the actual number of hours worked by the responder?

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**Carlos Kercado**

Acting Regional Comptroller

Financial Management Branch

U.S. Environmental Protection Agency, Region 2

290 Broadway New York, NY 10007

(212) 637-4151

[kercado.Carlos@epa.gov](mailto:kercado.Carlos@epa.gov)

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**From:** Wilbur, Jennifer

**Sent:** Friday, August 14, 2015 2:02 PM

**To:** OCFO-Regional-Comptroller

**Cc:** Wilbon, Larry; Burnham, Larry; Flaks, Art; Jennings, Robert; Woolford, James; Gardner, Monica; Giacalone, Kristin; Blackman, Richard; Ripley, Laura; Vanroden, Victoria; Fontaine, Tim; Gonzalez, Daniel; Coogan, Daniel; Stalcup, Dana

**Subject:** Gold King Mine Response: Site-Specific Charging

**Importance:** High

Regional Comptrollers & Other Program Offices

Attached please find the instruction/guidance on how to ensure proper charging and tracking of payroll, contracts, and travel resources associated with the response to the Gold King Mine Release. While this may only currently affect some of you, I felt it would be prudent to share with all of you as some of your regional staff may be traveling to assist.

Please share with others as appropriate.

Thank you.

**From:** Vanroden, Victoria

**Sent:** Friday, August 14, 2015 1:50 PM

**To:** Martinez, Lavone; Woodyard, Josh

**Cc:** Ripley, Laura; Wilbur, Jennifer; Beasley, Lynn; OSWER OEM Managers; Flaks, Art

**Subject:** Site-Specific Charging Info. for Gold King Mine

Lavone – please distribute this OSWER/OCFO document through the EOC finance desk to appropriate parties. OCFO and OSWER/SBO will also distribute to their contacts. Document approved by OGC. Thanks

Victoria L. van Roden

U.S. EPA/OSWER/OEM/RMD

202-564-4253 (work)

202-604-3059 (cell)